

**PUEBLO BULLS
YOUTH HOCKEY ASSOCIATION
(PBYHA)
SafeSport Program**



The PUEBLO BULLS YOUTH HOCKEY ASSOCIATION is committed to improving the development, safety and welfare of its players and all members involved in hockey and our organization. Therefore, it supports the USA Hockey SafeSport Program and CAHA SafeSport Program and requires all players, coaches and members to fully participate.

Table of Contents

Introduction and Definitions	3
Resource Page	6
Colorado Child Abuse Laws	7
Pueblo Bulls Youth Hockey Association SafeSport Program	7
Electronic Communication Guidelines	8
Locker Room Guidelines	9
Hazing, Bullying and Sexual Harassment Guidelines	11
Physical Contact Guidelines	13
One on One Guideline	14
Travel Guidelines	15
Responding and Reporting Abuse Concerns	17
Hiring Guidelines	20
Taking and Use of Photographic and Recorded Images of Players	21
Photographic and Recorded Images Consent Form	22
Coach, Employee and Volunteer Code of Conduct Agreement	23

Introduction and Definitions

Introduction

The PUEBLO BULLS YOUTH HOCKEY ASSOCIATION (hereinafter "PBYHA" or "PBYHA" is committed to improving the skill development, the safety and the welfare of our athletes. The SafeSport Program is designed to provide clear guidelines and expectations for all players, coaches and organization members on:

1. abuse or misconduct prevention strategies
2. appropriate behavior
3. effective response to concerns

Unfortunately, youth sports can be a place where misconduct, including child physical and sexual abuse has the potential to occur. This PBYHA approved document will provide the guidelines for appropriate behavior in hopes that the risk of abuse will be minimized. These measures, while aimed at protecting youth, also serve to better protect adult coaches and volunteers.

Definitions - STATE OF COLORADO

Child, Children, Player, Athlete, Minor and Youth

Anyone under the age of 18

Child Physical Abuse

Abuse or Child Abuse or Neglect means an act or omission that threatens the health or welfare of a child in one of the following categories:

- Skin bruising, bleeding, malnutrition, failure to thrive, burns, and fracture of any bone, subdural hematoma, soft tissue swelling, or death and:
 - The condition or death is not justifiably explained.
 - The history given concerning the condition is at variance with the degree or type of such condition or death.
 - The circumstances indicate that the condition may not be the result of an accidental occurrence.
- A controlled substance is manufactured in the presence of a child, on the premises where a child is found, or where a child resides.
- A child test positive at birth for either a schedule I or II controlled substance, unless the child test positive for a schedule II-controlled substance as a result of the mother's lawful intake of such substance as prescribed.

Child Sexual Abuse

Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a minor that is accomplished by deception, manipulation, force or threat of force regardless of whether there is deception, or the child understands the sexual nature of the activity. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as verbal acts, sexually suggestive written or electronic communications, exposure or voyeurism.

Emotional Abuse

The terms 'abuse' or 'child' abuse or 'child neglect' include any case in which a child is subjected to emotional abuse. 'Emotional abuse' means an identifiable and substantial impairment or a substantial risk of impairment of the child's intellectual or psychological functioning or development.

Misconduct

Conduct which results in harm, the potential for harm or the imminent threat of harm. Age is irrelevant to misconduct. There are six types of misconduct in sport: emotional, physical, sexual, bullying, harassment, and hazing.

Peer to Peer Sexual Abuse/Misconduct

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Peer-to-peer sexual abuse covers sexual activity between children without equality or as a result of coercion, physical force, threats, trickery, or emotional manipulation to elicit cooperation. There can be an aggressor, age difference or an imbalance in power or intellectual capabilities.

Grooming Behaviors

Grooming is the process of desensitization that predators use on children to prepare and trick them into accepting sexual abuse. Grooming is a way for the perpetrator to gain trust and confidence and draws the victim into a secret sexual relationship. Grooming can include but is not limited to targeting a victim, isolation, meeting the child's needs, giving a child special attention, buying gifts and having power and control over the child.

SafeSport Program

The Olympic community's initiative to recognize, reduce and respond to misconduct in sport.

USA Hockey SafeSport Program

A set of Policies and Procedures that assist organizations in the prevention of child abuse and misconduct as well as required training; screening and background check program; reporting and responding policies; and how to monitor and supervise. For more information on the USA Hockey SafeSport Program visit <http://www.usahockey.com/SafeSport.aspx>.

CAHA SafeSport Program

A set of Policies and Procedures at the state level created by Colorado Armature Hockey Association (CAHA) aimed at the protection of its players, members, staff and volunteers in the prevention of child abuse. All CAHA Members, Leagues, Associations and Independent Teams must adhere to the Program.

CAHA SafeSport Coordinator

The CAHA SafeSport Coordinator is responsible for monitoring Association and Team compliance with the USA Hockey SafeSport Program and CAHA SafeSport Program.

PBYHA SafeSport Program

A set of Policies and Procedures created and implemented by local level teams/organizations, aimed at the protection of its players and members. All members, participants, staff and volunteers must adhere to the SafeSport Program Handbook.

Association SafeSport Coordinator

Association SafeSport Coordinator (ASSC) duties will include monitoring the training of local program administrators and others within the Association. The ASSC will serve as the Affiliate's initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information on disciplinary issues within the Association and, when appropriate, reporting such information to USA Hockey.

Resource Page

Child Abuse Information	www.childwelfare.gov
CAHA SafeSport Coordinator	7205304368
Local Police Number	7194813253
Local Social Services	7194445700
PBYHA SafeSport Coordinator	7203089840 Dawn Skeen
Sex Offender Registration Website	www.sor.state.co.us
USA Hockey SafeSport Number	18008884656
USA Hockey SafeSport Email	SafeSport@usahockey.org
USA Hockey SafeSport Website	www.usahockey.com/safesport

Colorado Child Abuse Laws

What Constitutes Abuse:

Act or omission where child is subjected to sexual assault, molestation, exploitation, emotional abuse or prostitution; where child is in need of food, clothing, shelter, medical care or supervision because parent or guardian fails to do so; where child exhibits evidence of skin bruising, bleeding, malnutrition, burns fractures, etc.; or circumstances indicate a condition that may not be the product of an accidental occurrence

Mandatory Reporting Required By:

Physicians, child health associate, dentist, chiropractor, nurse, hospital personnel, school employee, social worker, mental health professional, veterinarian, peace officer, pharmacist, psychologist, fireman, victim's advocate, commercial film and photographic print processor, clergyman, paid coaches of youth sport organizations

Basis of Report of Abuse/Neglect:

Reasonable cause to know or suspect that a child is subject to circumstances or conditions which would reasonably result in abuse or neglect

To Whom Reported:

County or district department of social services or local law enforcement agency

Penalty for Failure to Report or False Report:

Willful violation: Class 3 misdemeanor plus liability for proximately caused damages

For more information and definitions go to www.childwelfare.gov

Pueblo Bulls Youth Hockey Association SafeSport Program

The Pueblo Bulls Youth Hockey Association Safe Sport Program is intended to fulfill the USAH and CAHA SafeSport guidelines. The PBYHA is fully committed to safeguarding the welfare of all players and members of the organization. It recognizes the responsibility it has to promote safe practices to protect players from abuse and misconduct. Therefore, the PBYHA has adopted clear guidelines and protocols to minimize the opportunity for child sexual abuse and to help staff, volunteers and parents recognize inappropriate or undesirable behavior. The PBYHA is committed to embrace differences and diversity and respect the rights of all players and members and will follow these guiding principles:

- The welfare of each player is the primary concern.
- The rights, dignity and worth of all players should always be respected.

- All players, whatever their age, culture, disability, ability, gender, language, racial origin, socioeconomic status, religious belief, sexual identity or skill level have the right to protection from all forms of abuse or misconduct.
- The PBYHA will work in partnership with parents, players, staff and volunteers to promote the welfare, health and development of our players.

PBYHA will:

- Promote and implement the USA Hockey and CAHA SafeSport Programs to safeguard the wellbeing of its players and to prevent abuse and misconduct from occurring.
- Recruit, train, support and supervise staff, members and volunteers to protect players from abuse and to reduce risk to them.
- Require staff, members and volunteers to adopt and abide by the USA Hockey, CAHA and the PBYHA SafeSport Programs. In implementing this, PBYHA will require all Coaches, Managers, Board of Directors to register annually with CAHA, and provide the PBYHA Registrar with a written copy of confirmation. Those who do not fall in this category including but not limited to Parent Volunteers, Locker Room Monitors, Team Drivers, and Travel Chaperones shall undergo screening provided by PBYHA.
- Respond to any allegations, disclosure or concern of misconduct or abuse of a player as stated in PBYHA SafeSport, CAHA SafeSport and USA Hockey SafeSport Programs.
- Regularly monitor and evaluate the implementation of the SafeSport Program and make any necessary changes.
- Have open and regular communication with parents or guardian(s) of a player regarding any concerns or issues.

Electronic Communication Guidelines

The PBYHA understands that social media is a popular communication tool for players, parents and coaches. The PBYHA is also aware that social media is a venue where inappropriate behavior and misconduct can occur. The risk associated with social media include inappropriate access, sharing personal information, bullying, unwanted and unsupervised contact between adults and children, receiving unwanted material, online grooming for sexual abuse or actual unlawful sexual exploitation.

Failure to comply with CAHA SafeSport Program or USA Hockey SafeSport Program guidelines can result in disciplinary action. The PBYHA has a **zero-tolerance** rule when it comes to player safety and preventing abuse and misconduct.

Texting, Email and Similar Electronic Communications

If it is necessary for a coach or staff member to send a direct text message or email to a player, the following guidelines must be followed:

- A parent (or guardian) **must** be copied
- It must be signed so it is clear as to whom or what organization is sending the message. Just using the number or email address for identification is not sufficient.
- It should be non-personal and for the purpose of communicating information about team activities
- It should never include or contain offensive, sexual or inappropriate language or photos
- The time of day and the number of messages sent should be considered
- Records should be kept of every coach's current cell number and email accounts

When a player feels the need to text or email a coach or staff member, the following guidelines must be followed:

- A parent (or guardian) **must** be copied
- It should be sent only with information regarding the organization or team or club activities

Social Media (Facebook, MySpace, Blogs and Similar Sites)

- Coaches are not to have contact with players on any social media site.
- Players are **never** to post pictures of other club members or players that can be hurtful or embarrassing or without their permission.
- Protecting the identity and privacy of all PBYHA players is required. Do not post names, photos, identifying information or any other information of personal nature at any time.
- Players and parents can "friend" the official PBYHA page and coaches can communicate to players through the site. The communication must be open, transparent and professional in nature and for the purpose of communicating information about the team or club activities.
- Social media sites should not be used to abuse or criticize the organization, members or players.

Locker Room Guidelines

The PBYHA wants all players to be safe on and off the ice. The PBYHA is also aware that the locker rooms provide a place where abuse and misconduct can occur. Players are particularly vulnerable in locker rooms due to various stages of dress and undress and because players are less supervised. Player to player issues such as sexual abuse, bullying, hazing and harassment often occur when players are not supervised.

Adherence to Locker Room Guidelines can reduce opportunities for misconduct and abuse. It will also allow for a fun and safe place for players while still holding to hockey traditions. The PBYHA asks that players and coaches follow USA Hockey and CAHA SafeSport Program guidelines at all times.

The PBYHA requires all players and coaches to report to the President of Hockey Operations any and all misconduct, abuse or violations immediately.

Player Behavior

- Locker rooms and showers should be used by same aged peers, when possible, no mixed gender allowed.
- Opposite sex players should be provided separate changing and showering facilities.
- The showers are for showering only. No horseplay, urinating on others, physical contact, sexual activity or other forms of misconduct is allowed.
- No bullying, hazing, harassment, fighting, locker boxing.
- Players are not permitted to touch other player's genital area or their own in a way that will make others uncomfortable.
- Video recording devices including voice, still camera, video or phone cameras are prohibited.
- No pornographic materials are permitted in the locker room.
- Nudity is kept to a minimum. After showering players are asked to dress quickly.
- No drugs, alcohol or other illegal substances are allowed.
- No physical contact between players in a sexual nature is allowed.
- The locker room is not a place to criticize or humiliate teammates.
- Shower and changing at the club/organization are optional.
- No displays of affection

Coaches Behavior

- The locker rooms need to be directly monitored during all team events by one responsible coach, approved and screened by PBYHA, CAHA and USA Hockey. The coach should supervise conduct, observe behavior, and make sure only approved team personnel and family members are allowed in the locker rooms.
- If a coach needs to speak to an individual player in the locker room, the door must remain open, or another coach or parent must be present.
- Coaches should have a separate place to change and shower. Coaches are never to be nude among players.

Parent Behavior

- Parents are only allowed in the locker rooms at the U8 level. Those parents who are in the locker room must follow SafeSport locker room policies and be in the presence of screened, rostered CHRA coach. Parents are not to change in the locker room.
- Parents are not permitted in the locker room at Squirt, Peewee, Bantam and Midget.
- At the U8 level, PBYHA Hockey encourages parents to send their kids dressed to the ice arena and tie their skates outside the locker room.

- CHRA understands some Squirts are unable to tie their skates. This will be handled by the coaching staff in the locker room, or by parents outside the locker room.

Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk for some forms of abuse or misconduct. As a result, the use of a mobile device's recording capabilities in the locker rooms is not permitted at any USA Hockey sanctioned event, provided that it may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

Hazing, Bullying and Sexual Harassment Guidelines

The PBYHA feels strongly that hazing, bullying, sexual harassment, initiation rituals and physical punishments are not permitted within the organization. **Any form of misconduct by the team, coach or an individual in attempt to bond or take action against another individual or group of individuals, which result in abuse, harassment, intimidation or any form of degradation is not allowed by any player, coach, volunteer or member of the PBYHA.**

Player and coaches are also **required** to follow the USA Hockey and CAHA SafeSport Hazing and Bullying Guidelines.

The PBYHA is committed to offering an environment that is free of intimidation and abuse and has **zero** tolerance for misconduct. The PBYHA requires all members to report any of the following behaviors.

Hazing

Hazing can be defined as any actions, whether physical, sexual, verbal, mental, emotional or psychological which subjects another person or group, voluntary or involuntary, with a result that has the intended or unintended effect of abusing, mistreating, degrading, humiliating, harassing, or intimidating the person who may be younger, weaker or have less power. These behaviors are prohibited by players, coaches, parents or any member or associate of the PBYHA.

The following are examples of, but not limited to, misconduct that is prohibited by the PBYHA.

Hazing Behaviors

- Forcing the consumption of alcohol, drugs or other substances
- Shaving of body parts
- Any activity that is illegal, perverse, or publicly indecent
- Vandalism of any property or forced participation in pranks
- Dietary restrictions, sleep deprivation or creation of excess fatigue or other unhealthy behaviors
- Deprivation of sleep or disturbing individuals during normal sleep hours, creating of excessive fatigue
- Calisthenics intended as a physically abusive exercise
- Physical abuse of any kind (paddling, whipping or beating)
- Mentally abusive or demeaning behavior
- Forced tattooing, branding or public stunts
- Road trips, kidnapping, drop offs or any other such activity
- Subjecting a member to cruel and unusual psychological conditions
- Morally degrading or humiliating games or activities
- Verbal or cruel harassment including yelling and screaming
- Participation in sexual rituals or assaults and/or required nudity or contact
- Deception or threat contrived to convince the new member that he/she will not be permitted to join
- Required songs, chants, yelling or screaming
- Activities that promote or encourage the violation of state laws and club policy

Hazing does not include challenging team workouts or assigning team duties to specific players.

Bullying

Bullying can occur when there is an imbalance of power and the person who is older, larger, stronger or more aggressive uses his or her power to control or harm someone in a weaker position. The person bullying has the intent or goal to cause harm (i.e., the act is not accidental) and the action is usually repetitious.

Bullying Behaviors

- Physical pushing, kicking, hitting, pinching, slapping, punching, etc...
- Name calling, sarcasm, spreading rumors, persistent teasing and emotional torment through ridicule, humiliation and/or the continual ignoring of individuals
- Racial taunts, graffiti, gestures
- Sexual comments and/or suggestions

- Unwanted physical contact
- Socially spreading rumors
- Leaving players out of group activities, telling them they are unwanted
- Cyberbullying; using the internet, email, texting, mobile phones, social media or other digital technologies to do harm to others

Sexual Harassment

Sexual Harassment is unwanted, often persistent, sexual attention and any other behavior with sexual overtones that creates a hostile work or learning environment.

Sexual Harassment Behaviors

- Written or verbal abuse threats, physical contact, sexually graphic literature, sexual advances, demands for sexual favors
- Sexually oriented comments, jokes, lewd comments or sexual innuendoes, taunts about a player's body or dress
- Intimidating sexual remarks
- Physical contact, fondling, pinching or kissing
- Offensive phone calls or photos and/or bullying on the basis of sex
- Sexual violence such as sexual assault, rape and sexual coercion

Physical Contact Guidelines

It is sometimes appropriate and necessary to have direct physical contact with players in order to develop their skills. These guidelines have been created to provide practical guidance for PBYHA coaches and those working directly with players to keep players safe and promote a safe environment for staff and members. Rules for physical contact must be set to reduce the potential for misconduct. Players, coaches, volunteers and organization members are required to follow these guidelines and to report immediately those who violate them.

CHRA coaches may offer private lessons to players. Should a PBYHA coach chooses to offer private lesson, the organization will require that he/she follows the guidelines as set forth herein.

Appropriate Physical Contact

- Physical contact takes place in public or in the presence of others
- Physical contact for the purpose of developing skill or technique
- Physical contact with no potential for physical or sexual intimacies during the contact
- The contact is for the benefit of the player, not to meet an emotional or other need of an adult
- Celebratory gestures such as high-fives, fist bumps, pats on the back, shoulder and head are appropriate

- Consolation gestures such as publicly embracing a crying athlete
- Physical contact assisting an injured player off the ice, preventing an injury or treating an injury are appropriate
- Touching in a nonthreatening, nonsexual manner

Prohibited Physical Contact

- Lap sitting
- Lingering, maintaining prolonged or repeated embraces that go beyond what is appropriate
- Slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete
- Playful yet inappropriate contact that is not a part of regular training, (e.g., tickling, horseplay, wrestling)
- Continued physical contact that makes an athlete visibly uncomfortable
- Contact involving touching of genital area, buttocks or breasts
- Physical contact that intentionally causes or has the potential to cause the player to sustain bodily harm or injury
- Physical or sexual abuse
- Kissing

One on One Guideline

If PBYHA coaches choose to offer private lesson, the organization will require they follow the guidelines.

The PBYHA expect all coaches to abide by appropriate player/coach conduct. The PBYHA mandates that coaches put player safety first and always be aware of their own actions and behaviors and the possible consequences. All staff and volunteers should be encouraged to demonstrate exemplary behavior in order to promote player's welfare and reduce the likelihood of abuse. The PBYHA believes that private lessons can take place in a way the does not put the player or coach at risk.

- All PBYHA members will follow PBYHA, USA Hockey and CAHA SafeSport Program Guidelines
- All PBYHA members will follow PBYHA, USA Hockey and CAHA SafeSport Photographic and Recorded Images of Players Guidelines
- Follow PBYHA, USA Hockey and CAHA SafeSport Physical Contact Guidelines
- Always work in open environments visible to others
- Try to provide lessons with other coaches at the same time
- Maintaining a safe and appropriate distance when working with kids to avoid any confusion
- Never be alone with a player. Have another coach or parent present.

- Have conversations on the ice or in public, never behind closed doors
- Move meetings that may start in private to public areas
- When providing private lessons, do not change or dress with the child
- Do not provide transportation for any player
- During lessons, adhere to the purpose of the lesson and avoid horseplay or rough, physical or sexual play or games
- Avoid upsetting the player.
- If you need to discuss sensitive issues related to the sport that you think has the potential to upset a player, have another coach or parent join the discussion.
- Private lessons are to be held at appropriate locations and times. No lessons will be held at places or time(s) that could cause confusion about the purpose of the lesson or the nature of the relationship.
- Do not exchange gifts unless part of a team activity with full participation
Report the following to the PBYHA SafeSport Coordinator immediately.
- If a player becomes injured or you accidentally hurt a player
- If the player seems unreasonably upset
- If a player is sexually inappropriate with you or another player
- If the player questions any of your actions or behaviors
- If the player misunderstands or misinterprets any actions or behaviors on your part
- If the player discloses abuse, misconduct or questionable behavior by another player, coach or other person
- Any general overall concern for the player that was made aware during your time together

Travel Guidelines

The PBYHA recognizes the importance of travel for competitive hockey team and expects respectable and mature behavior for our participants both home and away. The PBYHA also understands the additional risk misconduct during overnight travel.

The following guidelines are a requirement for players who wish to travel with their team. Any violation of these guidelines will result in disciplinary actions. Coaches and players are to report any violations, to the PBYHA SafeSport Coordinator immediately.

Player Behavior

- Travel guidelines must be agreed upon and signed by players before travel is permitted
- Players are not permitted in coach's room alone, only as a team
- Players are not permitted to leave the hotel premises without permission from the parent, guardian or chaperone and should always travel in pairs should permission is granted
- Drugs, alcohol and other illegal substances are not permitted in player's rooms

- Pornographic material is not allowed among players and in rooms during travel
- Roommates will shower alone and allow for privacy of others when changing
- Guests other than teammates are not allowed in player's rooms
- Players are required to follow all travel rules and Code of Conducts
- Players will have access to their parents without permission of the coach but must be within the parameters of curfew times. Visits with parents outside of curfew times, need to be discussed with coaches prior to curfew breach
- Players involved in a romantic relationship shall not share a hotel room or sleeping arrangements with each other

Coaches Behavior

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with an athlete (unless the coach is the parent, guardian or sibling)
- Coaches, parents and other adults are not allowed in a player's room except for emergencies
- Coaches are only allowed in a player's room if accompanied by a cleared coach, parent or guardian or in case of medical emergency.
- Sleeping arrangements will be decided by coach, based on age, gender and personality prior to departure
- It should be predetermined what locations players are free to visit, the curfew time(s) and when and where team meetings will be held
- Coaches and team chaperones should have rooms near the player's rooms
- If a meeting inadvertently begins in private, the meeting should be moved to an open and observable location
- Coaches and other assigned adults should conduct room checks together at curfew time(s)
- Players will have access to their parents without permission of the coach
- Coaches are not permitted to drive or transport players alone, unless an emergency medical need exists
- When a player is traveling without parents, coaches are required to notify player's parents before taking disciplinary action, other than playing time during a game
- Besides coaches, another adult should be present and assist with child safety issues and the welfare of the children during travel
- Coaches shall arrange or direct the team manager to arrange for the hotel to block all adult programming and/or pay per view programming.

Responding and Reporting Abuse Concerns

The PBYHA believes it is the responsibility of all members, staff, volunteers, parents and players to report concerns of abuse or misconduct.

It is NOT the organization's responsibility to decide the credibility or validity of a report of concern, only the responsibility to report it.

The organization should not attempt to evaluate or investigate the report or be concerned with false reporting, but to respond appropriately and swiftly to avoid further distress to the victim. All employees, coaches, members and staff of PBYHA are required to report any and all concerns regarding sexual abuse, physical abuse, emotional abuse, bullying, hazing, coach misconduct, player misconduct and any other forms of inappropriate behavior immediately to the appropriate investigative agency and the CHRA SafeSport Coordinator. PBYHA, USA Hockey and CAHA SafeSport Program guidelines are to be followed when reporting and responding to abuse.

Reporting Policy

It is the policy of USA Hockey and CAHA SafeSport Programs that every employee or volunteer of any USA Hockey sanctioned program must report:

1. ***Suspicious or allegations of child physical or sexual abuse.*** They are to be reported to the appropriate agency, either law enforcement authorities or social services agency
2. ***Actual or perceived violations of the USA Hockey and CAHA SafeSport Programs.*** They are to be reported to USA Hockey, CAHA and Local SafeSport Coordinators.
3. ***Any violations of CAHA policies prohibiting emotional abuse, sexual harassment, bullying, threats and hazing.*** The PBYHA SafeSport Coordinator will report to the CAHA and USA Hockey SafeSport Coordinators as necessary.

Any report of misconduct or suspicions of child physical abuse or sexual abuse will be taken seriously and handled appropriately. All club members are to take concerns of abuse or misconduct to the PBYHA SafeSport Coordinator who will take appropriate action. The actions of the SafeSport Coordinator will be documented and shared with the President of Hockey Operations and the Board of Directors. A staff member or volunteer may contact law enforcement themselves and then notify the President of Hockey Operations immediately.

A report must be made when the reporter suspects or has reason to believe that a child has been abused or neglected, or when the reporter has knowledge of, or observes a child being subjected to, conditions that would reasonably result in harm to the child.

Concerns, suspicions or suspected "grooming" behaviors are to be told immediately to the PBYHA SafeSport Coordinator.

Responding to Concerns

There are a number of reasons a person might need to report a concern:

- In response to something a young person has said to you - a disclosure
- In response to signs or suspicions of abuse
- In response to allegations made against an organization member, staff or volunteer
- In response to allegations made about a parent or someone not working within the organization
- In response to bullying or hazing
- In response to violating USA Hockey and CAHA SafeSport Procedures
- Observation of inappropriate behavior
- In response to anything that makes the reporter uncomfortable based on inappropriate behavior by an adult or player

Always:

- Stay calm
- Reassure the person reporting concerns, that they have done the right thing
- Don't judge
- Listen carefully, take it seriously
- Write down exactly what the person reporting concerns says using his or her own words
- Ask open-ended questions only to clarify, who, what, where and when
- Let the person reporting concerns know you have to tell someone
- Report incident to appropriate authorities and the CHRA SafeSport Coordinator
- Let the person reporting concerns know what your next steps are and who you will be sharing the information with
- Fill out the appropriate forms

Never:

- Panic
- Show disbelief
- Project your own reactions onto the child
- Make promises you can't keep or assure confidentiality
- Make the person reporting concerns repeat the information unnecessarily
- Delay in reporting to your supervisor and local authorities
- Make assumptions
- Approach the alleged abuser
- Take sole responsibility for the information you have
- Try to investigate the allegations
- Make negative comments about the alleged perpetrator
- Share personal information about you or your child
- Probe for more information

Record:

- Person reporting's full name, age, date of birth, home address and telephone number
- Any time, date or relevant information
- Who the concern is regarding
- Using the reporter's words, give an account of what happened
- Document any visible injuries
- Document your next steps
- Document date of time of informing the Hockey Director
- Document date, time and who you spoke to at the law enforcement or social service agency

Confidentiality

To the extent permitted by law, and as appropriate, the PBYHA will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or people who made a report of physical and sexual abuse to the authorities.

Immediate Suspension or Termination

When an allegation of abuse or misconduct is made against a staff member, player or coach, that individual will be removed from interaction with players immediately and the organization will cooperate with the investigation and conduct its own internal investigation, if necessary.

No one is assumed guilty based upon a reported concern, but player safety is paramount, therefore suspensions are appropriate until the investigation(s) is complete.

Bad Faith Allegations

A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of the USA Hockey SafeSport Program and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

Hiring Guidelines

For Hiring guidelines, please refer to the CHRA Policies and procedures. All hiring is conducted through the Board and/or the Director of Hockey.

Screening Process

It is the policy of CAHA and the CHRA that all directors, registrars, coaches and managers complete a background check through CAHA to screen for potential threats to youth sports. It is also required that each team include an assistant manager on their roster. Head coaches, assistant coaches and managers will share the duties of locker room monitor, but the head coach has the ultimate responsibility in monitoring the locker room.

Head coaches, assistant coaches and managers for Major AA, Minor AA and Bantam AA will also share the duties of travel driver and travel chaperone. All persons screened by CAHA must submit a copy (either electronic or paper) to the association registrar before they will be allowed to participate in any team activity including, but not limited to, team meetings, games, practices or parties. Any person who does not pass a background check through CAHA will not be permitted to work with any of the CHRA program at either the Tier 1, Tier 2 or club/rec. levels.

Education and Awareness Training

It is the policy of the PBYHA and CAHA that the SafeSport Coordinator complete annual training videos provided by the United States Olympic Committee. Additionally, it is the policy of CHRA that all directors and coaches complete the training each year in order to stay up to date on SafeSport policies and procedures. Directors and coaches are further expected to continue to educate players and parents about the threats of predators. All coaches and managers will be required to attend an annual meeting where SafeSport will be discussed, and any questions or concerns will be addressed. The subject matter of the SafeSport Program will be covered by coaches and managers in a meeting where both the players and parents are in attendance. Child abuse, hazing, threats and other actions discussed by SafeSport can occur between the children in the program as well as between children and involved parents, therefore it is imperative that all parties are educated as to appropriate conduct.

Taking and Use of Photographic and Recorded Images of Players

The PBYHA wants to promote fun hockey activities and information about the organization and/or its players through photographs, recorded images and videos whether on our website or through print. To do this in a way that ensures the safety of players and members, the PBYHA has safeguards to protect inappropriate use of images or recorded images. (This includes the use of a camera, digital camera, video recorder, mobile phone or personal digital assistant device or other recording device.)

There are risks posed directly and indirectly through the use of photographs and recorded images. These images can be used as a means of identifying players thus leaving them vulnerable to people who wish to “groom” them for child abuse or possibly provide information to estranged parents. Also, the images themselves can be used, modified and shared among the offender population. To avoid misuse, the PBYHA requires the following guidelines be adhered to.

- Ask for parental permission prior to use of a player’s image. Be clear with parents as to how the image will be used and stored (see parental consent form).
- Never publish personal data (email, phone, home address or other information) of a player without signed consent form.
- Only use images of players suitably dressed to reduce the risk of inappropriate use.
- When recording a player for teaching purposes or recruiting needs, care should be taken in storing such recordings and who they are shared with.
- Members should be vigilant and report any unknown individuals who are recording or photographing organization members.
- Members also need to report any concerns regarding inappropriate taking or publishing of photographs or recorded images.
- Report any violations.

Hiring a Professional Photographer

- Have the photographer sign the volunteer Code of Conduct and read this guideline.
- At large events, all parties interested in taking photos should register personal details with the PBYHA.
- Provide clear guidelines about expected behavior and content of the photography.
- Photographers must wear identification, provided by the PBYHA, at all times.
- Do not allow photographer unsupervised access to players or one-on-one photo sessions without parent permission.
- Do not approve photo sessions outside events or at a participant’s home.
- Ensure the images taken reflect the positive aspects of hockey and the organization

PUEBLO BULLS YOUTH HOCKEY ASSOCIATION
Photographic and Recorded Images Consent Form

PBYHA recognizes the need to ensure the welfare and safety of all young people in sport. In accordance with our SafeSport Program, we will not permit photographs, video or identifying information of players to be taken or shared without the consent of the parents and players.

PBYHA will follow the guidance for the use of photographs and recording images as described in the SafeSport Program.

PBYHA will take all steps to ensure these images are used solely for the purpose intended. If you become aware of images being used inappropriately, you should inform the PBYHA immediately.

I _____ (parent) consent to the

PBYHA photographing or videoing and providing personal information about my child

_____ (player) for the purposes of training,

recruiting, marketing, and promoting for further hockey development.

Signature: _____ Date: _____

PUEBLO BULLS YOUTH HOCKEY ASSOCIATION

Coach, Employee and Volunteer Code of Conduct Agreement

Name: _____

Position Title: _____ Date: _____

By signing below, I am attesting that:

- I have read, understand and agree to comply with the *"CHRA SafeSport Program"*.
- I have read, understand and agree to comply with the *"CAHA SafeSport Program"*.
- I have read, understand and agree to comply with the *"USA Hockey SafeSport Program"*.
- I have asked for and received clarification about any policies I did not understand.
- I understand that failure to comply with any of these policies may result in suspension or termination of employment or volunteer duties as a coach, employee or volunteer.
- I understand that these policies cannot address every possible situation that presents itself and they do not eliminate the expectation of good judgment and professional behavior at all times.
- I understand I am required to report any violations of these policies to the President of Hockey Operations immediately.
- I have read, understand and agree to comply with the *"PBYHA Code of Conduct"*.

Signature of Coach, Employee, or Volunteer
